

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: **DSS0397455**
POSITION NO: **240075**
CLASS CODE: **1443**

Date Posted: **01/28/13**
Closing Date: **02/08/13**

POSITION TITLE: **TRAINING INSTRUCTOR**
DEPARTMENT NAME: **DSS/Navajo Nation Program for Self Reliance**
DEPARTMENT NO: **39** WORKSITE LOCATION: **Crownpoint, NM**
WORKS DAYS/HOURS: **Monday - Friday** POSITION TYPE: **Permanent: ☒ Temporary: ☐ Part-Time: ☐** GRADE: **R64A**
SALARY: **\$ 38,084.80 Per Annum**
8:00 AM - 5:00 PM No. of Hrs/Wk: **40** **\$ 18.31 Per Hour**

DUTIES AND RESPONSIBILITIES:

Under the supervision of the Human Resources Senior Programs & Projects Specialist, develops staff development plans for the program. Coordinates and collaborates with all NNPSR Section Heads and Program Supervisor IIs in assessing the training and educational development for the administrative and direct services staff. Reviews all NNPSR employee files to assess status of individual development plans, makes recommendations to revise and/or change plans as required. Provides technical assistance to all NNPSR Section Heads and Program Supervisor IIs on a regular basis to enhance or expand employees individual training plans. Collaborates with NNPSR Department Manager III, Finance Section, and Human Resources Section to develop specific Scopes of Work resulting in the development and finalization of Request for Proposals that will be advertised in the media to recruit prospective vendors to provide specific training requirements for staff. Assists in preparation of a contract for professional services, as required.

Participates in meetings to make recommendations regarding program plans, training needs and implementation of program goals and objectives. Participates in the development of the staff development and training budget and is responsible to monitor all expenditures pertaining to staff development and training. Develops, refines, and maintains NNPSR staff development and training plan to ensure that all staff development and training requirements are being addressed. Designs and reviews all major training components are in place and implemented such as forms, training plans, reports, files, financial status reports, etc.

Consults with NNPSR Department Manager III, Section Heads, and Program Supervisor IIs in regards to deficiencies and improvements needed to staff development and training plan. Coordinates and collaborates with NN Staff Development & Training component to schedule and recommend NNPSR employee training requirements. Evaluates the NNPSR Staff Development Training Plan regularly for effectiveness and recommended revisions or changes. Continued and regular assessment/evaluation of training needs is important. Continue collaboration with NN Staff Development and Training component to enhance NNPSR employee training needs and requirements.

Plans and facilitates NNPSR employee training sessions on a regular basis. Leads group meetings with management to report on status and progress of NNPSR employee training plan. Keeps informed of current trends relative to staff development and training techniques. Attends conferences, workshops, and seminars locally, regionally, and nationally to solicit current information and trends in staff development and training opportunities.

QUALIFICATION REQUIREMENTS:

Education and Training:

Bachelor's degree in subject area of instruction; and **Preferred:** Business, Education or Social Sciences degree.

Experience:

Three (3) years of responsible curriculum or instructional development experience; or an equivalent combination of education, training, and experience which provides the capabilities to perform the describe duties. **(To receive full credit for education/training, applicant must submit college transcript, certificate, diploma, etc.)**

Special Knowledge, Skills and Abilities:

Knowledge of the NN Personnel Policy Manual, NN Travel Policies and Procedures, NN Procurement Laws, NN Motor Vehicle Review Board Policies, FAESS Manual, Tribal Family Assistance Plan, PRWORA, 45 CFR Part 286, NN Child Support Enforcement Policies and Procedures, and other appropriate tribal, state, and federal regulations required. Strong verbal and written communication skills required; must be computer literate and proficient with Microsoft programs; knowledge of data collection and data analysis.

License/Certification Requirements:

This position requires a background check and relevancy assessment prior to employment. Must possess a valid state driver's license; within 90 days of employment must obtain a Navajo Nation Vehicle Operator's Permit.

VETERAN'S PREFERENCE APPLIES

THE NAVAJO NATION GIVES PREFERENCE TO ELIGIBLE AND QUALIFIED APPLICANTS IN ACCORDANCE WITH THE NAVAJO PREFERENCE IN EMPLOYMENT ACT.

Revised: 1-15-99